

District of Columbia
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS (RFA)**

Schoolyard and Parkland Canopy Plans and Tree Planting
and
Canopy 3,000 - Canopy Plans and Tree Planting on Public Spaces and Private Property

(Short name: Canopy Plans and Tree Planting)
RFA # 2016-1602-WPD

2/19/2016

Application deadline: by 4:30 PM 3/21/2016

Pre-proposal meeting: 10:00 AM 3/2/2016

Government of the District of Columbia
Department of Energy and Environment
1200 First Street, NE 5th Floor
Washington, DC 20002
(202) 535-2600

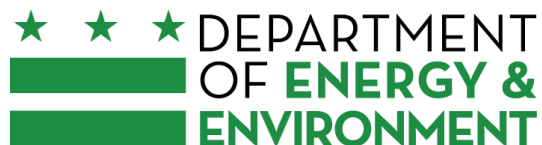


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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The goals of this RFA are to work towards the District's goals to increase tree canopy cover to 40 percent by 2032 and to plant an additional 3,000 trees in 2016, by developing canopy plans and implementing tree planting on public and private parcels in the District.

The following program is administering this RFA: WATERSHED PROTECTION DIVISION (WPD).

1.2 Purpose of the Grants

The purpose of these grants is to identify tree planting opportunities in the District of Columbia; develop and implement planting plans; maintain newly planted trees; and as appropriate, engage community members and organizations and landholders throughout the process. DOEE anticipates issuing multiple grants through this RFA to complete two projects.

The first project - *Schoolyard and Parkland Canopy Plans and Tree Planting* - must be completed within two years of award; may only include planting parcels on public schools and parks; and must be implemented in compliance with federal provisions that are required by the U.S. Environmental Protection Agency's (EPA) Clean Water State Revolving Fund.

The second project - *Canopy 3,000 - Canopy Plans and Tree Planting on Public Spaces and Private Property* - must be completed within one year of award and may include tree planting on both public and private parcels.

1.3 Source of Funds

The sources of funds for the grants are the Clean Water State Revolving Fund (CFDA# 66.418), Bag Law funds, Stormwater Enterprise funds, and Chesapeake Bay grant funds (CFDA#66.466).

1.4 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a "project"). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project's description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization's capacity to achieve the grant's goals.

Each Applicant may submit an application for more than one project, if applicable.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number		Project Number		Project Amount
1		Schoolyard and Parkland Canopy Plans and Tree Planting		\$317,500.00
2		Canopy 3,000 - Canopy Plans and Tree Planting on Public Spaces and Private Property		\$425,000.00

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☐-Government agencies;
- ☐-Universities/educational institutions;
- ☐-Private Enterprises;
- ☐-Schools; and
- ☐-Individuals.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially skilled staff, and those staff should leave after the application’s submittal, or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing. Another example would be the loss of the organization’s nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an Applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix. For the “Schoolyard and Parkland Canopy Plans and Tree Planting” project, in addition to the PCA, the applicant must also agree to follow the special conditions included in the document entitled “Clean Water Construction Funding Requirements for Grantees” (Appendix 5).

1.10 DOEE’s Authority to Make Grants

General Authority: DOEE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DOEE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 2/19/2016.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2016-1602-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 3/21/2016.

An application will be dated and recorded temporarily as “received” until DOEE staff persons have reviewed it to see if it is complete. DOEE considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

The Department will not receive faxed copies. Do not submit a faxed copy.
The contents of the Application are specified, in Section 3.

The hard copies must be filed with DOEE at the following address:

District of Columbia Department of Energy and Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2016-1602-WPD

Email: The electronic copy should be sent to the following email address:
2016treecanopyRFA@dc.gov

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six (6) weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DOEE Contacts. DOEE will publish updates and the Q & A regarding the RFA at doee.dc.gov. DOEE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RE: RFA 2016-1602-WPD – Add me to the email list."

DOEE will provide the same information by email at the same time the information is uploaded to the DOEE website. Hard copy updates will be available for pickup at DOEE's offices by appointment. DOEE will NOT mail out updates or Q&A materials.

The cut-off date for receipt of new questions shall be one week prior to the application deadline.

2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Email** a request to 2016treecanopyRFA@dc.gov with RE: RFA 2016-1602-WPD" in the subject line;
- (b) **In person** by making an appointment with (call Steve Saari at (202) 535-2961 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Steve Saari RE: RFA 2016-1602-WPD on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½" x 11" recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided and utilize 12 point font;
- (c) Limit each project description to 15 double-spaced pages; and
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

DOEE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the Applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the Applicant's team and why the Applicant can accomplish the proposed project.

(a) Present the summary of the project.

After writing the proposal, and its details, the Applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

(b) Present the project in detail.

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, ensure that expenditures are those that the grant can reimburse.

(1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

(2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

(3) Present the project outcomes, outputs, and activities.

DOEE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A *project outcome* is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

An *output* is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the Applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the Applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a stormwater project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled "Non-DOEE Match," meaning the Applicant intends to provide the indicated resources, the "match," and that the resources do not come from DOEE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee by individuals must be valued at rates consistent with those which the Applicant's organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The Applicant must verify that all costs in the budget are allowable and verifiable. See "Allowable Costs" and "Non-Allowable Costs," listed below. Please keep in mind that DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

(c) Describe the Applicant.

(1) Describe the organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the Applicant can reference a website or an attached organizational brochure or resume.

(2) Identify key personnel.

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Summarize past performance of DC grants/contracts.

DOEE wants to know if an Applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The Applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be government agencies, nongovernmental organizations, companies or individuals. If a partner is involved in the project, the Applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DOEE staff. Whenever practicable each panel will have at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as "received" but not filed. Status as "received" will not meet the application deadline. Exception: If a government agency must

issue the document, and the Applicant has requested the document, DOEE may accept a copy of the Applicant's request to the agency as proof of the request.

(a) Certificate of Good Standing

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

(b) Promises, Certifications and Assurances Document

Each Applicant must sign the lengthy document called "Promises, Certifications and Assurances" ("PCA") in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may "attest to the truth."

The Applicant is not required to send the entire document back to DOEE. Rather, DOEE requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District's agencies. DOEE defines "current" to mean as of the date of the application, the date of a grant award, and the period of the grant. DOEE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DOEE defines "current" to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a

current completed W-9 to DOEE for another application, or for another purpose, the Applicant may submit a copy of that document.

(d) Tax exemption affirmation letter

The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status: (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

(e) Applicant's current fiscal year budget

The Applicant must submit its full budget, including projected income, for the organization's current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant's financial statements

If the Applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. The applicant should state which of these is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the Applicant should attach a letter of support, or equivalent, with the proposal. DOEE has experience with four cases:

1. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), then it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

2. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

3. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

(i) Master Supplier Information Collection Form

Organizations not already approved as a vendor of the District of Columbia government must complete and submit the Master Collection Form with proposal. This form is required for application submissions to be considered complete.

(j) Federal forms which assure or document compliance with requirements of the FEDERAL REQUIREMENTS AND CONTRACT PROVISIONS FOR WORK UNDER THE FEDERAL WATER POLLUTION CONTROL ACT, AS AMENDED, US ENVIRONMENTAL PROTECTION AGENCY, Region III
(Appendix 5)

Applicants to this grant must certify that funds granted will not be used for lobbying, as defined in the form *Certification Regarding Lobbying* (Appendix 6). If the Applicant plans to contract any portion of the work of this grant, then at the time of application, the Applicant must submit *EPA Form 6100-3* (Appendix 7), DBE Subcontractor Performance Form; and *EPA Form 6100-4* (Appendix 8), DBE Subcontractor Utilization Form. In the case that 35% of the contracted work will not be performed by DBEs, then the Applicant must also submit records documenting DBE outreach in compliance with the six Good Faith Efforts detailed in the Federal Insert.

5.2 Documents to file if DOEE notifies that it will make the grant

Each of the following documents must be filed with DOEE before DOEE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DOEE may accept a copy of the Applicant's request to the agency as proof of the request.

(a) Certificate of insurance

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DOEE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

(b) Assurance of continued truth and accuracy

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of

the grantee's promises, as an Applicant, is to advise DOEE of material changes since the filing of the application.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DOEE has made its decision to grant an award.

(a) DOEE's announcement of award

DOEE's objective is to announce grant awards by at least six (6) weeks after the application due date.

(b) Grantee's reports

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th Q (Oct-Dec):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DOEE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DOEE awards the grant.

DOEE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DOEE may advance funds at the beginning of the grant period. If the Applicant seeks an advance payment it must make the request in its proposal, and explain the request.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices six (6) weeks after DOEE receives them.

DOEE will withhold the final ten percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Project Descriptions

PROJECT NUMBER ONE

Project Name

Schoolyard and Parkland Canopy Plans and Tree Planting

Introduction

The Department of Energy and Environment (DOEE) has partnered with the District of Columbia Public Schools (DCPS), the Department of General Services (DGS), the Department of Parks and Recreation (DPR), and the Urban Forestry Administration (UFA) to develop and implement tree planting and maintenance plans for current and future DCPS and DPR lands in support of the District's goal to achieve forty percent tree canopy cover by 2032. For years, UFA has worked diligently to plant and maintain street trees; however, the District has not had the same focus on establishing and maintaining trees on other District lands. In the past, tree planting and removal has occurred on DPR and DCPS lands but it has been on an intermittent and emergency basis and not based on established planting and maintenance plans. UFA recently completed a *Report on the District's Tree Canopy* that found that the District should focus on planting on larger tracts of land and residential properties where trees have a better survivability and can grow to larger sizes. Through this project, selected grantees will work with DOEE, DCPS, DGS, DPR, UFA and Charter Schools to develop and begin to implement planting plans on DCPS, DPR, DGS, and Charter School lands.

Project Period

The project period is two years, and may be amended based on the availability of funds and the selected grantee's performance.

Project Description

DOEE is seeking proposals to work with DOEE, DCPS, DGS, DPR, UFA, and Charter Schools to develop and implement tree planting plans for school yards and parklands. Successful grant applications will include plans to work with the landholders (DCPS, DGS, and DPR) and with the community ("Friends of" groups, Parent and Teacher Associations, Community and Civic Associations) to develop planting plans for each parcel. Selected grantees will then work with the landholders to prioritize planting on a subset of DCPS, DPR, and Charter School properties. Successful grant applications will describe plans to engage the community in planting design, tree planting, and tree care. Applicants should become familiar with the Sustainable DC Plan at <http://www.sustainabledc.org/about/>. Applicants should also be familiar with the District's draft Urban Tree Canopy Plan at <http://green.dc.gov/node/413062>.

Application Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½" x 11" recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided and use 12 point font;
- (c) Limit each project description to 15 double-spaced pages; and
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

Project Outcomes

Requested outcomes of this project shall include:

- 1. Increase in the number of canopy plans for DCPS, DPR, and Charter School lands;
- 2. Increase in canopy cover on DCPS, DPR, and Charter School lands;
- 3. Increase in the number of District residents volunteering on DCPS, DPR, and Charter School lands; and
- 4. Increase in the number of District residents aware of the importance of increasing tree canopy cover.

Project Outputs and Deliverables

Requested outputs shall include:

- 1. Work with DGS, DCPS, DPR, UFA, DOEE, and Charter Schools to develop planting plans with input from the surrounding community for DCPS and Charter Schools (up to 100 schools) and DPR facilities (up to 78 recreation centers);
- 2. Plant a minimum of 1,200 trees. Note: seedlings, saplings, and whips are not considered trees for the purposes of this grant;
- 3. A plan for maintaining planted trees for a period of two years after planting;

4. Warrantee planted trees for a period of one year after planting (Note: a plan for maintenance is required, but cannot be funded using grant funds. Selected grantees must have a plan for funding maintenance of planted trees);
5. Track and report planting locations using GIS and track tree mortality for a period of two years after planting;
6. Track and report volunteer hours donated towards the design and planning, planting, and maintenance of trees;
7. Track and report the funds and/or materials provided by landowners where new trees are planted; and
8. Track and report outreach efforts.

Deliverables:

1. Bi-monthly or as requested, meetings with DOEE and other District agencies to discuss progress on the project;
2. Quarterly progress reports;
3. Planting plans created for each parcel being planted;
4. Trees planted according to the planting plan for each location identified for planting;
5. At least 1,200 trees planted on DCPS, DPR, and Charter School lands and their locations recorded with a Global Positioning System. Note: seedlings, saplings, and whips are not considered trees for the purposes of this grant;
6. Up to 20 individuals trained in tree planting and maintenance;
7. Volunteer hours planning, planting, watering and maintenance tracked and logged;
8. Donated/matching funds and/or materials to further additional planting tracked and recorded; and
9. A final report detailing the work accomplished over the grant period.

Scoring Criteria	Points
Demonstrated knowledge of and experience in developing tree planting plans, planting trees, and training and overseeing volunteers and/or job trainees	25
Demonstrated knowledge of and experience in working on DCPS, DPR, and Charter School lands, and coordinating and collaborating with multiple stakeholders	25
Experience in planning and holding public meetings, and receiving and documenting feedback as a part of a visioning process	20
A clear and feasible plan for accomplishing goals	15
An adequate and reasonable justification for the funds requested	15

PROJECT NUMBER TWO

Project Name

Canopy 3,000 - Canopy Plans and Tree Planting on Public Spaces and Private Property

Introduction

The Department of Energy and Environment (DOEE), the Department of Transportation, Urban Forestry Administration (UFA), and the National Park Service (NPS) are partnering with several other federal and District agencies and private and non-profit institutions to plan for and plant an additional 3,000 trees in 2016. NPS has agreed to plant up to 1,000 trees. Through this grant the District is providing \$425,000.00 to: develop and implement plans to plant 1,950 trees in 2016, create outreach materials for the Canopy 3,000 effort in coordination with DOEE's and UFA's long-term marketing strategies to increase tree planting District-wide, engage community members as appropriate, and report on project outcomes. The funds should be used to focus on planting on larger tracts of land, such as District and federal lands, D.C. Housing Authority lands, cemeteries, parkways, hospitals, universities, religious institutions, parks, schools, and other locations identified by the grantees.

Project Period

The project period is one year and may be amended with additional time, based on the availability of funds and the selected grantee's performance.

Project Description

DOEE is seeking proposals to work with DOEE, UFA, District landholders and other stakeholders to develop and implement plans to plant 1,950 trees on public and private parcels by the end of calendar year 2016. To the extent possible, the applicant will prioritize tree planting by using existing planting plans created by DOEE and UFA through a previous effort.

After the planting plans have been exhausted, the applicant should consider ways to meet the 1,950 tree planting goal by considering other public and private parcels that include the following attributes:

- Are easily accessible for planting and maintenance;
- Have general community support;
- Help achieve other Districtwide environmental goals including mitigating heat island effect, reducing stormwater pollution, and increasing equity and environmental justice; and
- Include innovative ways to plant additional trees outside of the right-of-way for homeowners, business, religious institutions, non-profits, parklands, schools and other property owners.

Successful grant applications will include plans to, as needed, use local landscaping firms to complete the planting in a timely fashion. The applicant will engage the community in planting design, tree planting, and tree care as appropriate.

Applicants should become familiar with the Sustainable DC Plan at <http://www.sustainabledc.org/about/> and the District's draft Urban Tree Canopy Plan at <http://green.dc.gov/node/413062>. You may also view the following link for more information on Tree Canopy project <http://doee.dc.gov/trees>

Project Outcomes

Outcomes of this project shall include:

1. Canopy plans for public space and private property parcels in the District of Columbia;
2. Increase in canopy cover on public space and private property parcels in the District;
3. Increase in the number of landholders actively engaged in efforts to increase District tree canopy; and
4. Increase in District landholder's awareness of the importance of trees to the District's environment.

Project Outputs and Deliverables

Outputs shall include:

1. Plant at least 1,950 trees. Note: seedlings, saplings, and whips are not considered trees for the purposes of this grant.;
2. Work with DOEE, UFA and other key stakeholders to implement existing and develop new planting plans on public space and private properties where planting will occur with input from the landholders as appropriate;
3. Maintain planted trees for a period of two years after planting;
4. Warrantee planted trees for a period of one year after planting;
5. Create outreach materials for the Canopy 3,000 effort in coordination with DOEE's and UFA's long-term marketing strategies to increase tree planting District-wide;
6. Track and report planting locations using GIS and track tree mortality for a period of two years after planting;
5. Track and report volunteer hours donated towards the design and planning, planting, and maintenance of trees;
6. Track and report the funds and/or materials provided by landowners where new trees are planted; and
7. Track and report Canopy 3,000 outreach efforts.

Deliverables:

1. Bi-monthly, or as requested, meetings with DOEE and UFA to discuss progress on the project;
2. Quarterly progress reports;
3. As appropriate, planting plans created for each location identified for planting;
4. Trees planted according to the planting plan for each location identified for planting;

5. At least 1,950 trees planted on various parcels and their locations recorded with a Global Positioning System. Note: seedlings, saplings, and whips are not considered trees for the purposes of this grant;
6. Volunteer hours planning, planting, watering and maintenance tracked and logged;
7. Donated/matching funds and/or materials to further additional planting tracked and recorded; and
8. A final report detailing the work accomplished and effectiveness of project efforts over the grant period and making recommendations for how to scale future efforts to support achieving the District's 40% Tree Canopy goal.

Scoring Criteria	Points
Demonstrated knowledge of and experience in developing tree planting plans, planting, and maintaining trees	25
Demonstrated knowledge and experience in planting on large sized land parcels	15
A clear plan for tracking and reporting planting plans created, trees planted, volunteer hours logged, donations received, tree watering efforts; and tree mortality	15
An innovative, clear, and feasible plan for accomplishing goals including plans for using local landscaping firms to achieve the 1,950 tree planting goal (including post-installation tree watering and maintenance) if needed	25
An adequate and reasonable justification for the funds requested	20

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DOE's website, the Applicant can download a .PDF version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES ("PCA")

Please review and sign this document, following the instructions in it.

Appendix 4 – Master Supplier Information Collection Form

Please complete and submit this document

Appendix 5 – FEDERAL REQUIREMENTS AND CONTRACT PROVISIONS FOR WORK UNDER THE FEDERAL WATER POLLUTION CONTROL ACT, AS AMENDED

Please review this document and design proposed project so that all requirements in the document are met in full.

Appendix 6 – Certification Regarding Lobbying

Please sign and submit this document

Appendix 7 – EPA Form 6100-3

Please complete and submit this document.

Appendix 8 – EPA Form 6100-4

Please complete and submit this document.

Appendix 9 – EPA Form 6100-2

Please provide this form to all contractors, subcontractors, subgrantees, and suppliers paid through funds granted for this work.

Form name with revision date: 0-Schoolyard_and_Parkland_Planting_RFA.docx